

DEAR PHYTOSANITARY CERTIFICATE CUSTOMER, INCLUDED IN THIS UPDATED INFORMATION PACKAGE ARE:

- **Instructions** for requesting a Phytosanitary Certificate.
- **Request for Phytosanitary Certificate** form.
- **Request for Sampling of Commodities for Export** form.
- **Verification of Disinfestation/Disinfection** format.

PROCESSING TIME: Since Phytosanitary Certificates are issued on Tuesdays and Thursdays only, please submit your requests as soon as you know your anticipated shipping date. Submitting your request at least one week before you plan to ship should provide sufficient time for the processing of your paperwork unless other certification requirements need to be met. Applications must be received in our office **no later than 12:00 p.m.** in order to be processed that day.

CERTIFICATION REQUIREMENTS: Most countries have regulations requiring that plants and plant products be free from certain specific quarantine pests and pathogens as well as practically free from other common injurious pests. This may require verification by field inspections and/or laboratory tests. In some cases, a foreign country may accept a lab test in lieu of a field inspection. **Waiting on lab results may delay the issuance of a certificate 2-3 weeks.** (A request for seed sampling for laboratory analysis is included in this packet).

FIELD INSPECTIONS: Some countries require that certain crop commodities (primarily Corn and Soybeans) be certified by an official Field Inspection. In these cases, the Indiana Crop Improvement Association and/or DNR inspectors will perform these Phytosanitary Field Inspections during the growing season. Requests for inspections to be performed by DNR inspectors should be sent to our office by early May. For more information about field inspections, contact the:

Indiana Crop Improvement Association
7700 Stockwell Road
Lafayette, Indiana 47909
Phone: (765) 523-2535
Fax: (765) 523-2536

CORN inspections should be scheduled for mid-June to early July. This is because the optimum time to observe most of the diseases of regulatory concern is from 2 weeks before to 2 weeks after detasseling. Phytosanitary Certification Inspections should be conducted during this time, preferably after detasseling is completed, but no later than growth stage 9.1 (blister stage).

SOYBEANS must be inspected twice during the growing season. The optimum time for observation of diseases of regulatory concern is at first bloom and then again at pod set.

LABORATORY TESTING: Laboratory testing may also be required for some commodities either because the disease cannot be positively identified in the field (i.e. viruses, head smut) or because the disease symptoms may not be seen at the time of the inspection (i.e. ear rots). **Some countries may accept a laboratory analysis in lieu of a field inspection.**

SEED SAMPLES: To verify freedom from specific pests and pathogens, seed samples for laboratory analysis **must** be officially drawn by a DNR inspector. Please fax or mail a completed **Request for Sampling of Commodities for export** (form included in this package) and we will arrange a time with you to draw the sample. For certain commodities, a phytosanitary inspection performed by the **Federal Grain Inspection Service (FGIS)** may be required. For more information on these inspections call the FGIS @ (419) 259-7276.

FACILITY INSPECTIONS: Facility inspections will be conducted annually by DNR inspectors. This includes a tour of your facility. Please provide a complete description of your handling and processing procedures to the DNR inspector before the inspection.

IMPORT PERMITS: Many countries require an Import Permit in addition to a Phytosanitary Certificate. In some cases, we are not allowed to issue a Phytosanitary Certificate without first seeing a copy of the Import Permit. The Import Permit is issued to the consignee (the importer in the foreign country). **The exporter should obtain a copy of this Permit from the importer.** If the Import Permit is in a foreign language, it **must** be translated into English and notarized as a true translation.

CORRECTIONS AND REISSUES: We are not allowed to make corrections on a Phytosanitary Certificate regarding: the name of produce and quantity declared; botanical name of plants; number and description of packages; or distinguishing marks. Some countries will not allow any mistakes to be made or corrected on the Phyto once it is filled out. (**Never** make any changes on your Phytosanitary Certificate after you receive it. If changes are needed, we will have to reissue the Certificate).

The original certificate should be returned to our office, if possible, as each form is accountable. If this is not possible, please provide us with the FPC number (on the top right hand corner of the form) so we may reference the originally issued Phyto number on the reissued Certificate.

COSTS: Federal & State Phytosanitary Certificates are \$50.00. If a "Phyto" needs to be reissued due to a change of consignee or exporter or if it is lost, it is an additional \$50.00 charge. Changes in shipping dates, quantity of produce, port of entry, or other "small" errors will only be charged an additional \$10.00. (**All Phytos reissued after 14 days of issue of the original Phyto will be charged \$50.00, no matter what the reason.**) Certified Nurseries & Greenhouses may obtain a State Phytosanitary Certificate at no charge. (Certifications are \$50.00 for the first acre plus \$3.00 for each additional acre). Laboratory sampling fees vary and will be charged by the laboratory performing the services.

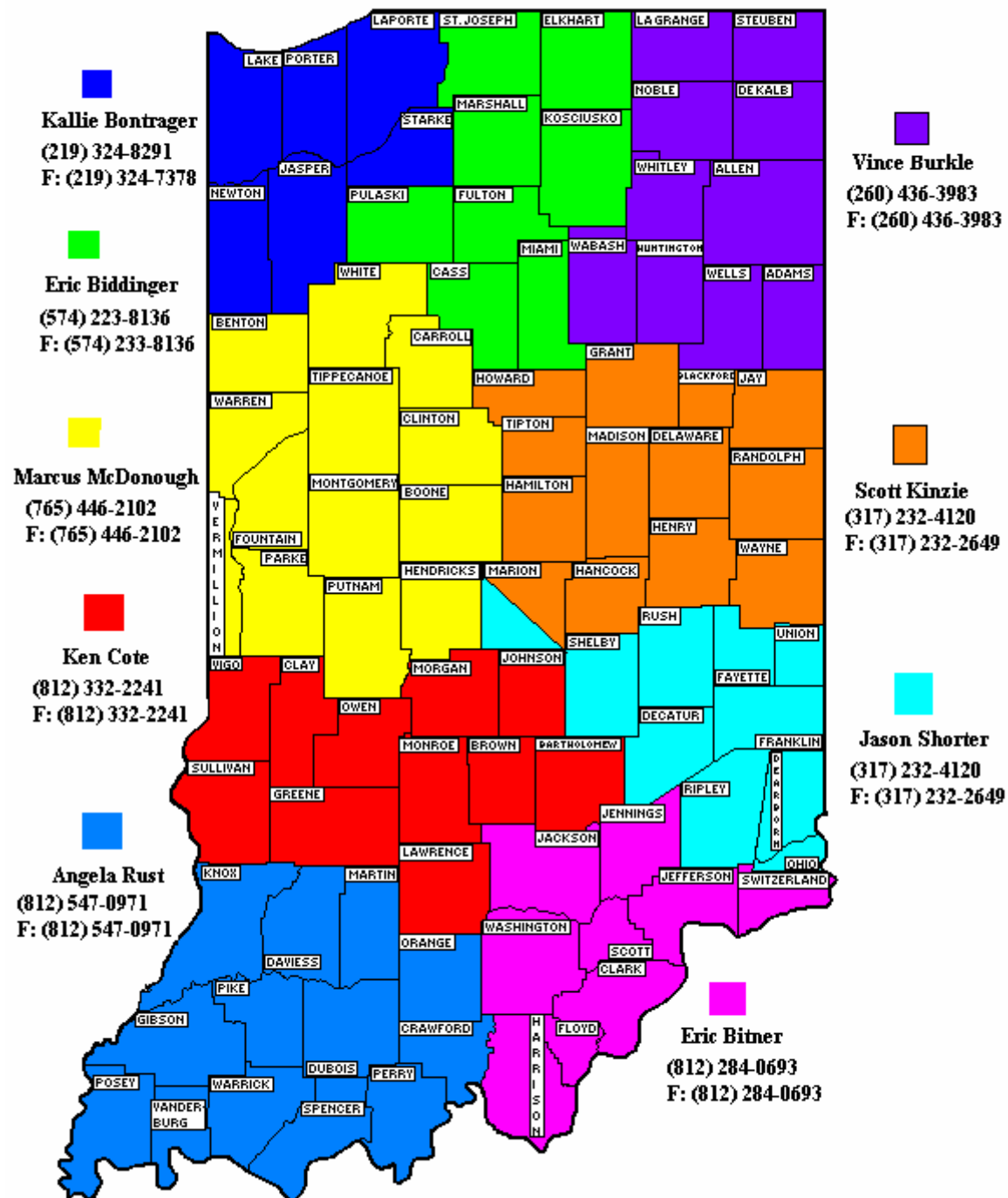
PHYTOSANITARY CERTIFICATE PROCESSING: We are still processing Phytosanitary Certificates on **Tuesdays** and **Thursdays only!** (barring unforeseen circumstances). **Requests will be processed within one week of receipt.**** In emergency situations, you may have your product inspected and certified by the federal authorities at the port of exit in the United States before shipping. Our Indiana federal authority can supply you with the telephone numbers to make arrangements at the port of exit. Also, if your shipment has already left Indiana before you request a Phytosanitary Certificate, we may have no other option but to request that you get your product inspected at the port of exit. Please allow at least 1 week for processing. We will do our best to expedite the requests received by 4:30 PM on Monday & Wednesday; however, there may be times which prevent this quick turn around time. Please hold your inquiries regarding Phytosanitary matters until the late afternoon on Tuesdays & Thursdays (unless it pertains to a change on a request that is likely to be processed that morning). Questions on other days will be addressed as we are available. (We are frequently out of the office inspecting nurseries on Monday's, & Wednesday's, & Friday's, from approximately March to October).

EXCERPT: In 1994, we started using a centralized federal database of export summaries called EXCERPT to check the regulations we must follow when inspecting and certifying plants/plant products offered for export before issuing Phytosanitary Certificates. We check this database each time we process a Phytosanitary Certificate, as the regulations may change at any time. For countries not included in EXCERPT we must contact the federal authorities at the Export Unit, USDA-APHIS-PPQ, Riverdale, MD to check on current regulations. EXCERPT is now available to companies on a subscription basis, which includes an annual fee and an hourly rate. Access to EXCERPT is via CERIS-NET, which provides communications support to agriculture and associated industries, institutions, agencies, and individuals. To subscribe to the EXCERPT database and/or for more information contact CERIS/Purdue at (765) 494-6616.

**** HOW TO AVOID DELAYS** Please check to insure that all forms are filled out as completely as possible in order to speed up processing. Many requests are sent to us either incomplete or without proper documentation (i.e. Import permits, Treatment letters...etc.). If you are not sure about a particular country's import regulations please contact us as soon as possible before shipping. If you would like to receive your documents faster (i.e.. FedEx, UPS) please indicate this as well as your account number on the request form.

CONFIDENTIALITY: Any information that you wish to be held confidential should be indicated to the Division in writing.

<u>Indianapolis Office:</u>		
Jason Shorter	Phone (317) 232-4120	Fax (317) 232-2649
Phil Marshall		
Kathleen Prough		
Scott Kinzie		
Megan Abraham		
<u>Tell City Field Office:</u>		
Angela Rust	Phone (812) 547-0971	Fax (812) 547-0971
<u>Jeffersonville Field Office:</u>		
Eric Bitner	Phone (812) 284-0693	Fax (812) 284-0693
<u>Bloomington Field Office:</u>		
Ken Cote	Phone (812) 332-2241	Fax (812) 332-2241
<u>Fort Wayne Field Office:</u>		
Vincent Burkle	Phone (260) 436-3983	Fax (260) 436-3983
<u>Rochester Field Office:</u>		
Eric Biddinger	Phone (574) 223-8136	Fax (574) 223-8136
<u>Lafayette Field Office:</u>		
Marcus McDonough	Phone (765) 446-2102	Fax (765) 446-2102
<u>LaPorte Field Office:</u>		
Kallie Bontrager	Phone (219) 324-8291	Fax (219) 324-7378



INSTRUCTIONS FOR REQUEST FOR PHYTOSANITARY CERTIFICATE

APPLICANT MUST COMPLETE: Please fill in the date you are completing this application. The name is for the person to whom all questions regarding your request should be addressed. Please provide a **Phone Number** and/or **FAX Number**.

DATE OF SHIPMENT: The upcoming approximate date. Our objective is to return the document to you in a timely fashion. If you submit a request well in advance of the anticipated shipping date, it is imperative that you note the shipping date. **Your shipment should not leave Indiana before you request a Phytosanitary Certificate** or you may have to get a Certificate at the port of exit.

FUMIGATION OR DISINFECTION TREATMENT: A letter verifying this information **MUST** accompany the Phytosanitary Certificate request - **signed** by a licensed pesticide applicator. This section may be left blank if treatment of produce is not required by the foreign country or state.

EXPORTER'S NAME AND ADDRESS: A complete United States name and address is required.

IMPORTER'S NAME AND ADDRESS: This must be the name of your customer in the **destination State or Country**. A complete address is required.

TOTAL QUANTITY & NAME OF PRODUCE: Total weight for grain products or total number of plants. Units can be metric or British. Examples: 100 lb. corn seed, 25 kg soybean seed, 5 metric tons corn seed, 15 bundles white oak lumber, 150 geranium plants. **We are not allowed to cite hybrid names, numbers or even the word "hybrid"; or any other descriptive adjective such as "yellow" corn meal.**

BOTANICAL NAME: Genus and species only. Examples: Zea mays, Glycine max, Quercus alba, Pelargonium sp.

NUMBER & DESCRIPTION OF PACKAGES: Total number of boxes, bundles, cartons, envelopes, bags, etc. Include weight per package for grain shipments. Examples: 25 - 100 lb. bags (25 one-hundred pound bags), 10 bundles lumber in 2 containers, 3 cardboard boxes.

DISTINGUISHING MARKS: Anything that identifies your shipment from others that is **on the outside of the shipment**. Ex. bags with "Made in the U.S.A.," container #EICU0009, cartons with a company name, "KD" on lumber to indicate kiln dried.

STATE OF ORIGIN OF PRODUCTION: State(s) and country only. Example: Indiana, USA. This refers to where the commodity was produced or grown.

MEANS OF CONVEYANCE: Ocean vessel, truck, airfreight, US mail, rail car, Federal Express, UPS, etc.

POINT OF ENTRY: If you don't know the exact port or airport put “**unknown.**” For logs and lumber, list a port. We will notify you if those listed ports are unacceptable according to the restrictions of the foreign country. For ground travel such as by personal automobile or truck travel into Canada or Mexico, it is best to use “**unknown**” unless you are certain of the crossing point.

WHERE PRODUCT IS NOW: We need to know the exact location of the product at the time you are submitting your request for inspection purposes.

PHYTOSANITARY INSPECTION INFORMATION: To meet official verifications or Additional Declarations of specific pests that are prohibited or restricted by the foreign country, we must have a copy of a Phytosanitary Field Inspection report or laboratory report showing freedom from these specific pests. Please provide a copy of these when submitting you Phytosanitary Request form. We do not receive field or laboratory Phytosanitary Inspection reports from other states. (You will need to have our peer agencies in the other state(s) forward copies of the reports to our office if necessary).

BILLING: If this is **different than the exporter**, please provide full name, address, and phone number of contact person to whom questions about billing can be directed. An in-state billing address is preferable, if possible. It is the responsibility of the applicant to determine whom is to be billed.

SEND CERTIFICATE TO: Please specify if **different from the exporter**. Please provide a contact name and phone number as well.

METHOD OF RETURN: *****PLEASE SPECIFY***** how you want the Certificate returned. For Federal Express or UPS, please include **your** account number or the account number of a third party. Our division is unable to fund returns by these methods.

APPLICANT SIGNATURE: Applications **must** be signed.

COMMON MISTAKES WHICH DELAY PROCESSING:

- **Incomplete Requests** in general (we will issue the complete requests first; incomplete requests may result in be delays).
- **Total quantity:** We need to know the total weight, board footage, etc., of the produce. **Do not** include the weight of the packaging.
- **Number & description of packages:** Please calculate the exact number of packages (i.e., 200 - 50 lb. bags). Please be sure that the number of packages indicated add up to the **total quantity of the produce** (i.e., 200 - 50 lb. bags =10,000 lb. corn).
- **Fumigation/disinfection:** If the foreign country requires this, you **MUST** send the verification letter with the request.



Division of Entomology & Plant Pathology
402 West Washington Street, Room W-290
Indianapolis, Indiana 46204
Phone: (317) 232-4120
Fax: (317) 232-2649

STATE OF INDIANA: REQUEST FOR PHYTOSANITARY CERTIFICATE

IMPORTANT NOTICE: Any intentional false statement or misrepresentation on the Phytosanitary Certificate is a violation of federal law, punishable by a fine and/or imprisonment. (Ref. 18 U.S.C. s1001)

Applicant Must Complete in Entirety:

Date of Application: _____

Contact Name: _____

Contact Phone: _____

Shipment Date: _____

For State Office Use Only:

PC _____

Fumigation and Disinfection Treatment Information: *Please List Active Ingredients, Do Not List Trade Names

Treatment Date: _____ Duration of Treatment: _____

Chemical(s)* used: _____ Concentration: _____

Exporter's Name: _____ **Importer's Name:** _____

Address: _____ Address: _____

Total Quantity & Name of Product: _____

Botanical Name: _____

No. & Description of Packages: _____

Distinguishing Marks: _____

State(s) of Origin of Product: _____ **Means of Conveyance:** _____

Point of Entry: _____ **Where Product is Now:** _____

Phytosanitary Inspection Info [List Producer, Year grown, Variety Number(s) and Field Number(s)]

Billing Name: (If different from exporter) _____

Send Certificate to: (If different from exporter) _____

Address: _____ **Address:** _____

Ph. # _____ **Ph. #** _____

Contact Person _____ **Contact Person** _____

Method of Return: FEDERAL EXPRESS, UPS, or REGULAR MAIL

(For Federal Express or UPS returns, please include Account Number of a Recipient or Third Party)

Service Requested : _____

Account # _____ **(Circle: Recipient or Third Party)**

Applicant Signature: _____

State Form 50437 (8-01)

Form approved by State Board of Accounts, 2001



Indiana Department of Natural Resources
Division of Entomology & Plant Pathology
402 West Washington Street, Room W290
Indianapolis, IN. 46204-2739
PHONE: 317-232-4120
FAX: 317-232-2649

REQUEST FOR SAMPLING OF COMMODITIES FOR EXPORT

Date: _____

Contact Person: _____

Phone Number: _____

Anticipated Shipping Date: _____

Date Inspection is Requested: _____

Company Name: _____

Address: _____

Directions to Facility:

Contact Person at Facility: _____

Phone Number: _____

Product to be Tested: _____

Origin of Product: _____

Anticipated Country(s) of Export: _____

Facility to Test Seed Samples: ☐ **Iowa State University Seed Testing Laboratory**

☐ **Professional Seed Research, Inc.**

Quantity to be Exported: _____

Is Product Already Bagged: _____ **# Bags:** _____

Variety Name(s): _____ **Lot number(s):** _____

Does this request accompany an application for a Phytosanitary Certificate: _____

Note: Please allow at least 3-7 days prior notice for inspection. Remember to allow at least 2-3 weeks, or more, for some laboratory results. It is the company's responsibility to provide bags, probes, meters, scales, etc. to be used in the inspection. Completed copies of this form should be mailed to the address above or faxed to our office at: (317) 232-2649.



VERIFICATION OF DISINFESTATION/DISINFECTION

This is a **SAMPLE** letter pertaining to the verification of disinfestation /disinfection/insecticide/ fungicide/rodenticide, etc. treatments which some countries require for Phytosanitary Certification.

TO WHOM IT MAY CONCERN:

I **(Name)**, pesticide applicator **(Indiana registered or certified applicator license number)**, applied **(list the name of the chemical and active ingredient)**, at **(rate and amount which was applied)**, as a **(how it was applied; seed dust, aerosol fumigant, slurry, insecticidal dip, etc.)** on **(date of application)**.

SIGNED _____

NOTE: IF THERE IS MORE THAN ONE CHEMICAL - PLEASE PROVIDE **ALL DETAILS AND AMOUNTS.**

(DO NOT USE TRADE NAMES – PLEASE LIST ACTIVE CHEMICAL INGREDIENTS)

**** (DO NOT PUT - "AS INDICATED ON LABEL" or "AT STANDARD RATE").****

Please call our office if you have any further questions.